


WCSA-NASPO eMarket Center

Submitting and Reviewing an Order

Guide

CART OVERVIEW


Items that you wish to order are initially put into a Cart. The Cart is where you define your products and quantities, ship to address, and P-card fields. Once your Cart is submitted into workflow, it becomes an Order.



Click on the  link on the top right of the screen to access your cart. Each Cart icon will look different, updated with the dollar total in the cart.

EDIT CART

The first screen you see when clicking into your cart is the Active Cart:



On this screen you can update your cart name using the Name This Cart box, edit the name and then click the  button.


The quantity of a particular item can be edited by changing the value in the  field and click the  button. If the items in your cart were selected from a punch out and you wish to adjust the order quantity, you need to return to the contractor punch out catalog to make this adjustment using the Modify Items link.

REVIEW CART by clicking the  button.

This will bring you to a page with a series of tabs that will allow you to review your cart prior to submission. This is where you can edit the ship to address, bill to address, P-Card information and make any other changes prior to submitting your cart.

SHIP TO ADDRESS

The Ship To address is a required field on all carts. To update the Ship To address:

1. Click on the shipping tab.
2. Click the  button to the right of "Ship To".
3. Enter the details for your Ship To address similar to what is shown.
4. If necessary, click the check box to **Save this address for future use**, and give the address a nickname that is easy to remember.
5. Click the check box if you want to make this Ship To address your default address.



Edit current shipping address...

Fields in **bold** are required for checkout.



Attn:	Randy Requester
Organization	Department of Labor
Physical street address	19 Main Street
Additional street line	
City	Denver
State (Abbr. only, e.g. NV, UT)	CO
Zip Code	85555
Country	United States
<input checked="" type="checkbox"/> Save this address for future use	
Name this address (e.g. Main St)	My Office
<input checked="" type="checkbox"/> Check this box to make this the default address in the future.	
 	

6. Verify the information is correct and click .

Editing the Bill To information on your order:


1. Click on the billing tab.
2. Click the  button to the right of Bill To address.
3. Enter the details for your Bill To address similar to what you did for the Ship To address.
4. Verify the information is correct and click .

Editing P-Card information on your order:

1. Click on the billing tab.
2. Click the  button to the right of Credit Card Info.
3. Either select the appropriate P-Card from the drop down menu or enter a new P-Card under the Card Details section.
4. Click the  button.

PLACE ORDER

Verification that all required fields have been completed can be seen by viewing the cart bar at the top of your screen. Once you have verified that the item(s)

and quantity are correct, click the  button at the top right of the screen to submit your order. Your order is now complete and on its way to the vendor.